Instructions for your application/bond for appointment as a State of Florida notary public.

A. Application Instructions: All notary applicants must complete and return the approved Florida Department of State notary application.

- ❖ All information requested on the application must be provided.

- ❖ As of August 3, 2015 the category "other", "none" or "mixed" is not acceptable for race. The applicant must be specific when naming their race. Should the applicant choose mixed, they will need to specify the combination, i.e. White/Hispanic, Black/Asian etc.

- ❖ You must provide your Florida driver's license number or other State of Florida identification.

- ❖ Education Requirement: If you are a new first-time notary, you are required to take a 3-hour notary education course. This course is offered by Florida Department of State at "no additional cost" to you. Please visit www.notarybonding.com and click the link that reads: **Continue here to take the state required notary education course** to take the course. When you receive your education certificate of completion it must be signed and submitted with your notary public application for processing.

B. Affidavit of Character:

- ❖ Have someone unrelated to you and that has known you for at least one (1) year fill in the blanks, and sign their name at the bold red X in the affidavit of character section.

C. Oath of Office:

- ❖ Applicant must swear that he/she read Chapter 117/Florida Statutes, and that he/she knows the duties, responsibilities and limitations, and powers of a notary public. To read Chapter 117/Florida Statutes visit www.notarybonding.com and click the link that reads: **Click here to download and read Chapter 117/Florida Statutes.**

- ❖ You must provide your social security number as required by the subsection 117.01 (2), Florida statutes. It may be used to facilitate a criminal background check.

- ❖ Sign your name at the bold red X.

- ❖ As of August 3, 2015 you can no longer sign your notary application with only initials in the required signature area for the Oath of Office. I.e. J.D. Adams must be John D. Adams or John David Adams or J. David Adams.

- ❖ Print or type your name exactly as signed, on the line provided next to your signature and date it.

D. Notary Bond (Approved by the Florida Department of State):

- ❖ Print or type your name on the top line.

- ❖ Sign your name at the bold red X exactly as you signed on the oath of office and date it.

- ❖ Florida Notary "Discount" Association Co. is an approved state educational provider and will execute bond upon receipt.